




Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mark J. Belton, Secretary
Mark L. Hoffman, Acting Deputy Secretary

MEMORANDUM

To: Shellfish Aquaculture Leaseholders

From: Karl Roscher 
Director, Aquaculture Division
Fisheries Service

Subject: Aquaculture Declaration and DNRid

Date: October 9, 2015

In order to securely and effectively comply with the current legal and regulatory requirements outlined below, the Department is now requiring each Shellfish Aquaculture Harvester Permittee and Registrant to get an Aquaculture Declaration through COMPASS, prior to being issued a 2016 Shellfish Aquaculture Harvester Permit or Registration Card.

Why the new requirement?

The Aquaculture Division was made aware that under Maryland Law, Family Law Article 10-119.3, similar to all other commercial fisheries, we are required to obtain Social Security numbers for all commercial Shellfish Aquaculture Permittees and Registrants. In addition, recently implemented aquaculture penalty regulations require the Department to screen Shellfish Aquaculture Harvester Permit and Registration Card applicants for shellfish violations before issuing permits and to track violations.

Currently, Shellfish Aquaculture Permittees and Registrants are the only commercial harvesters that are not licensed or permitted through COMPASS using a DNRid. Integrating all of our Permittees and Registrants into COMPASS will allow the Department to collect the required Social Security numbers in a secure manner, and eliminate the need to request SSNs on a SAHP Application or Modification Form.

How do you get the Declaration?

The Department has developed a free Aquaculture Declaration in COMPASS. Each Permittee and Registrant will first need a DNRid before they will be able to obtain the Aquaculture Declaration. If you currently hold a Maryland hunting or fishing license, you have already been issued a DNRid and this number can be found in the upper right corner of the license document and again above your name in the middle of the document. The DNRid, if you do not already have one, and the Aquaculture Declaration can both be obtained in person at a DNR Service Center or online at <https://compass.dnr.maryland.gov>.

Each Permittee or Registrant will only need to obtain a DNRid and Aquaculture Declaration one time.

What does this mean for me and my workers?

Each Shellfish Aquaculture Harvester Permittee and Registrant must get a DNRid if they do not already have one and an Aquaculture Declaration through COMPASS, prior to being issued a 2016 Shellfish Aquaculture Harvester Permit or Registration Card. Please distribute this information to all Permittees and/or Registrants on your lease and encourage them to obtain a DNRid and/or the Aquaculture Declaration as soon as possible.

The 2016 SAHP renewal form that you will receive in your Annual Mailing package will show whether or not the Permittees and Registrants listed for renewal to work on your lease have obtained a DNRid and the Aquaculture Declaration. **Shellfish Aquaculture Harvester Permits or Registration Cards for 2016 will NOT be issued to individuals who have not obtained the required Declaration.**

A guidance document is enclosed with this memo to familiarize you and the other Shellfish Aquaculture Harvester Permittees and Registrants with the simple steps necessary to satisfy this requirement.

For questions regarding these requirements and how they pertain to your lease, please contact the Aquaculture Division at (410) 260-8648.

For specific questions about obtaining a DNRid or the Aquaculture Declaration, please contact COMPASS Customer Service at (410) 260-3220 or customerservice.dnr.maryland.gov.



MARYLAND DEPARTMENT OF NATURAL RESOURCES FISHERIES SERVICE

HOW TO GET YOUR AQUACULTURE DECLARATION

Once you have a DNRid, you will need to sign into your COMPASS account and select the free Aquaculture Declaration. There are two ways to access your COMPASS account using either your Username/Password or DNRid/Birthdate:

1. Visit COMPASS Online at: <https://compass.dnr.maryland.gov>
2. Visit one of the Department's Service Centers – You can locate the center nearest to you at: <http://dnr.maryland.gov/service/center.asp>

After you have signed into COMPASS follow these steps:


STEP 1

Your COMPASS account will show you several options for managing different activities. Under the **Services** heading, select Purchase Merchandise to see the categories.

Services:

[Purchase New License](#)
[Purchase Merchandise](#)
[Change Password](#)
[Report a Harvest](#)
[View Harvest Reports](#)
[Enter Lottery](#)
[Product Survey](#)


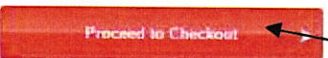
STEP 2

From among the different categories, find Free Registration and click on the  to open the choices so you can see the free Aquaculture Declaration. Click the checkbox next to Aquaculture Declaration and a green checkmark will appear confirming your selection.

Free Registration		
<input type="checkbox"/>	2015 Private Waterfront Property Crab Pot Registration ?	\$0.00
<input type="checkbox"/>	2015 Saltwater Angler Registration ?	\$0.00
<input checked="" type="checkbox"/>	Aquaculture Declaration ?	\$0.00

STEP 3

First: The Aquaculture Declaration is now ready to be added to your shopping cart. Click on the red Add (1) Item(s) to Cart (\$0.00) button, so that the declaration is moved to your cart. The button will change back to grey and the green checkmark will be gone from Aquaculture Declaration checkbox.

First			Second
-------	---	--	--------

Second: You are now ready to click on the Proceed to Checkout button to review the transaction.

STEP 4

The Aquaculture Declaration appears in your Shopping Cart and you can now click on Check Out.

Review Shopping Cart

[Continue Shopping](#) [Check Out](#)

NOTE: If you have not previously provided your full 9 digit SSN (TaxId), the system will prompt you to Set TaxId. Enter your SSN and click Save. Then you can Check Out.

Set TaxId

Please enter 9 digits SSN.

TaxId:

[Save](#)

STEP 5

COMPASS will ask you to Review Addresses and then you are ready to proceed to final Check Out.

Review Addresses

[Update Address](#) [Check Out](#)

Address	City	State	Zip	Address Type
[REDACTED]	Annapolis	MD	[REDACTED]	Home/Primary

STEP 6

Because the declaration is free, the system will ask you to Complete Transaction (instead of Pay Now). You can see that the **Payments** section has 0 items, but the **Products** section has the declaration listed under Extended Price for \$0.00 as a free product.

Transaction Total: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00

[Complete Transaction](#)

To finish, click on Complete Transaction and the Aquaculture Declaration will be added to your COMPASS account.

Payments

[Add Payment](#)

Payment Amount	Payment Type	Received	Status	Delete
No records to display.				
Displaying items 0 - 0 of 0				

Products

Product Name	Unit Price	Quantity	Extended Price	Override Price
Aquaculture Declaration	0.00	1	\$0.00	Select
Displaying items 1 - 1 of 1				

STEP 7

Be sure to print out a copy of your sales receipt by selecting the Print Sales Receipt option. Keep this receipt for your records to show that you have obtained the required Aquaculture Declaration.

Purchase Confirmation

[Other Document Validation](#)
[Print Sales Receipt](#)
[Return to Customer Home Page](#)

Department of Natural Resources
Payment Receipt

Date of Purchase: 10/27/2019 00:00:07 AM

Customer CSR ID: [REDACTED]
Transaction Number: 00000000
Transaction Code: 00000000
Residency Status: Resident
Business ID: [REDACTED]

Sales Location: Annapolis Service Center

Product Name	Quantity	Unit Price	Total Price
Aquaculture Declaration	1	\$0.00	\$0.00
Total	1		\$0.00

60 items with Price

Print Sales Receipt



Don't already have a DNRid through the COMPASS system?

There are two ways to get your DNRid:

1. Visit COMPASS Online at: <https://compass.dnr.maryland.gov>
2. Visit one of the Department's Service Centers – You can locate the center nearest to you at:
<http://dnr.maryland.gov/service/center.asp>

Still have questions?

- You can download the New COMPASS Customer Tutorial PDF from the following website:
<https://compass.dnr.maryland.gov/Content/Manuals/New COMPASS Customer Tutorial.pdf>
- The COMPASS tutorial and additional instructions for obtaining your free Aquaculture Declaration are also available on the Aquaculture Homepage:
<http://dnr2.maryland.gov/fisheries/Pages/aquaculture/index.aspx>
- Contact COMPASS Customer Service at (410) 260-3220 or customerservice.dnr@maryland.gov

NOTE: You should keep your DNRid in a safe place for future reference. You will need to provide this number on the 2016 Shellfish Aquaculture Permit/Registration Card Renewal form.



Don't already have a DNRid through the COMPASS system?

There are two ways to get your DNRid:

3. Visit COMPASS Online at: <https://compass.dnr.maryland.gov>
4. Visit one of the Department's Service Centers – You can locate the center nearest to you at:
<http://dnr.maryland.gov/service/center.asp>

Still have questions?

- You can download the New COMPASS Customer Tutorial PDF from the following website:
<https://compass.dnr.maryland.gov/Content/Manuals/New COMPASS Customer Tutorial.pdf>
- The COMPASS tutorial and additional instructions for obtaining your free Aquaculture Declaration are also available on the Aquaculture Homepage:
<http://dnr2.maryland.gov/fisheries/Pages/aquaculture/index.aspx>
- Contact COMPASS Customer Service at (410) 260-3220 or customerservice.dnr@maryland.gov

NOTE: You should keep your DNRid in a safe place for future reference. You will need to provide this number on the 2016 Shellfish Aquaculture Permit/Registration Card Renewal form.